



Division Guideline #15

Date: Created March 27, 2012
Revised October 28, 2013
Revised March 4, 2014

Title: SIS Review Process

Application: All Regional Office SC Staff and TCM Provider Staff

In the event that the results of a SIS assessment, conducted by an AAIDD trained interviewer employed by a Regional Office, is believed not reflective of the individual's current support needs, the Regional Director may order a review directly or the individual or legal guardian may request a review. The individual or legal guardian may consult with other entities to help them develop their review. In the event of a review, the following procedures apply:

1. The individual or guardian contacts the Support Coordinator within thirty (30) days of receiving a copy of the results of the SIS interview and reports that they do not agree.
2. The Support Coordinator notifies the Regional Director within five (5) working days of contact by the individual or guardian.
3. Within five (5) working days, the Regional Director or their designee contacts the individual/guardian to determine why they disagree with results of the SIS interview.
4. Based on consultation by the Regional Director with the individual/guardian, the SIS interviewer, and the RO SIS trainer(s), the Regional Director may:
 - Maintain the results stand without change if there is no information to support a claim that the assessment was incorrect.
 - Set aside the SIS results and direct that another assessment be conducted with other informants and/or by an SIS Trainer.

5. The Regional Director must inform the individual/guardian of the decision within five (5) working days. The decision must be communicated in writing to the individual and copied to the Support Coordinator.

In the event that the individual/guardian and the Regional Director do not reach agreement on the action to be taken, the individual/guardian may appeal to the Division Director or designee. The decision of the Division Director or designee is final.

This guideline will be reviewed and updated annually, if needed.